

VACATIONS

Classified employees are at-will employees. Classification as a twelve-month employee or any similar designation is for benefit assignment purposes only and does not guarantee or grant employment for any prescribed duration.

Any 12-month employee who works at least **17.5 20** hours per week shall be eligible for paid vacation benefits as defined by the Superintendent and approved by the Board.

Any 12-month employee specifically granted vacation time and who leaves employment shall be entitled to prorated monetary reimbursement for unused vacation days as required by law.

An employee classified as full time but working less than the number of hours per week determined to be full time for their position shall accumulate vacation and leave days which are equal in hours to the days that they actually work. These days shall accumulate at the same rate as those for an employee classified as full time and working the normal full-time work day for their position. These days will be prorated to an appropriate number of full days in the event the employee's work schedule changes to the number of hours per week determined to be full time for his/her position.

End of Dickinson School District #1 Policy DDBA Adopted: 06/14/10